



**THOMAS L. GARTHWAITE, M.D.**  
Director and Chief Medical Officer

**FRED LEAF**  
Chief Operating Officer

COUNTY OF LOS ANGELES  
DEPARTMENT OF HEALTH SERVICES  
313 N. Figueroa, Los Angeles, CA 90012  
(213) 240-8101

BOARD OF SUPERVISORS

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August 17, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**ESTABLISH CAPITAL PROJECT FOR THE BIO-TERRORISM GRANT UNIT SPACE  
RENOVATION PROJECT AT 313 N. FIGUEROA AND APPROVE AN APPROPRIATION  
ADJUSTMENT (C.P. No. 86711) (First District) (3 Votes)**

**JOINT RECOMMENDATIONS WITH THE CHIEF ADMINISTRATIVE OFFICER THAT YOUR  
BOARD:**

1. Find these actions exempt from the California Environmental Quality Act (CEQA).
2. Establish Capital Project No. 86711 to renovate the space on the 11<sup>th</sup> floor at 313 N. Figueroa for the Bio-Terrorism Grant Unit and authorize the Department of Health Services (DHS) and Department of Public Works (DPW) to implement the project.
3. Approve the attached appropriation adjustment in the amount of \$1.6 million to be funded from a Centers for Disease Control and Prevention (CDC) Grant and a reallocation of existing appropriation from Public Health Services to Capital Project No. 86711.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:**

In approving the recommended actions, the Board is establishing a new capital project and approving funding in the Fiscal Year 2004-05 Capital Projects Budget to reconfigure space for the Bio-Terrorism Grant Unit on the 11<sup>th</sup> floor of the DHS Headquarters building located at 313 N. Figueroa Street.

The area to be renovated is currently used as a Public Health Laboratory which is planned to be relocated to the Rancho Los Amigos National Rehabilitation Center (RLANRC) campus in April 2005.

The 11<sup>th</sup> floor renovation work will consist of the conversion of existing laboratory space to office space including, but not limited to, workstations, conference room, and storage room. Existing staff is currently located on various floors of a DHS building located at 241 N. Figueroa Street. Once the space is vacated by the laboratory and renovated, the project will consolidate the office space for the existing staff and provide additional space for new grant funded staff.

The proposed modification to the new layout will include, but not be limited to, demolition and construction of walls, installing a new ceiling and carpeting, painting, electrical work consisting of adaptation of power and lighting installation, reconfiguration of phone and data lines, and heating, ventilation and air conditioning systems.

#### **Implementation of Strategic Plan Goals**

These actions meet the County's Strategic Plan Goal of Workforce Excellence by creating a positive work environment. The renovation provides the level of security and confidentiality required for the bio-terrorism program.

#### **Consistency with DHS System Redesign**

These actions meet the Department's strategic goals by improving services provided by DHS and enhancing the level of security and confidentiality required for the program.

#### **FISCAL IMPACT/FINANCING**

The bulk of the project will be funded from a \$29.9 million CDC-Public Health Preparedness and Response for Bio-Terrorism Grant which the Board accepted on August 26, 2003. The CDC Grant Project Officer approved a project redirect to authorize \$1.4 million for the space renovation. An additional \$200,000 will be established for the project, as a contingency fund, to be funded by salary savings in the 2004-05 DHS Public Health budget. The contingency fund is established to address any unforeseen delays or costs associated with completing the project on time.

Project funding is included in the DHS FY 2004-05 Adopted Budget. An appropriation adjustment is required to reallocate existing appropriations and the associated revenue from Public Health Services to the capital project. There is no impact on the General Fund's operating subsidy.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On August 26, 2003, the Board accepted a \$29.9 million CDC grant to upgrade local public health preparedness for the response to bio-terrorism, other outbreaks of infectious disease, and other public health threats and emergencies.

The CDC grant also requires that funds be encumbered by August 31, 2004, and that all funds from FY 2003-04 be expended by November 30, 2005.

**ENVIRONMENTAL DOCUMENTATION:**

This project is categorically exempt as specified in Appendix G, Class 1, and Subsection (d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987. The project is limited to interior alterations to an existing structure involving no expansion of use beyond that previously existing.

**CONTRACTING PROCESS:**

Construction work is planned to be completed using the DPW Job Order Contracting (JOC) authority. Under this approach, DPW can contract with selected contractors and subcontractors based on established unit prices and expedite the bidding process.

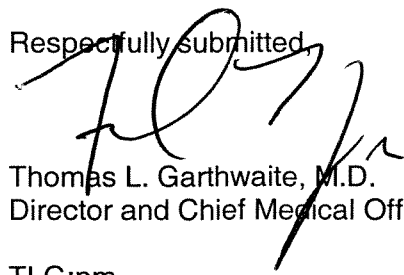
**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

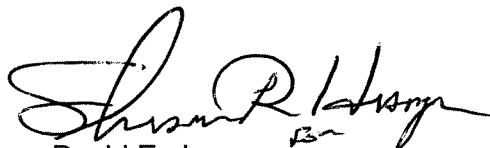
The renovation project will not impact County services. Currently, the 11<sup>th</sup> floor is used as the Public Health Laboratory. On June 29, 2004, the Board approved the Public Health Laboratory Capital Project No. 86713 for the Department of Internal Services (ISD) to ensure construction and relocation of the laboratory to RLANRC by April 2005. The Department of Public Works (DPW) can begin construction on the 11<sup>th</sup> floor when the ISD work is completely done and the laboratory is vacated. The DPW remodel schedule is strictly contingent on completion by ISD in April 2005 for the DPW to begin construction no later than June 15, 2005. The construction work for the bio-terrorism unit is estimated to take approximately 4-5 month and will be completed by the November 2005 grant milestone to expend the FY 2003-04 funds. Due to the time constraints on this project resulting from the August 2004 grant encumbrance and November 2005 expenditure deadlines, there will be no scope changes once the final drawings are approved.

**CONCLUSION:**

Upon approval by the Board of Supervisors, the Executive Officer, Board of Supervisors is requested to return adopted copies of this letter to the Department of Health Services and Chief Administrative Office (Capital Projects Division).

Respectfully submitted,

  
Thomas L. Garthwaite, M.D.  
Director and Chief Medical Officer

  
David E. Janssen  
Chief Administrative Officer

TLG:pm

The Honorable Board of Supervisors  
August 17, 2004  
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Attachment (1)

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Auditor-Controller  
Department of Public Works

COUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S.  
No.

DEPARTMENT OF Health Services

August 3, 2004

## AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

3-VOTE

FY0405SOURCES:Public Health Services  
Salaries & Employee Benefits  
A01-HS-23450-1000 200,000Public Health Services  
Services & Supplies  
A01-HS-23450-2000 1,400,000Various Capital Projects/Refurbishments  
Bio-Terrorism Grant Unit Space Renovation  
Federal - Other/CP  
A01-HS-86711-8938 1,400,000TOTAL: \$3,000,000USES:Various Capital Projects/Refurbishments  
Bio-Terrorism Grant Unit Space Renovation  
Building & Improvements  
A01-HS-86711-6014 \$1,600,000Public Health Services  
Federal - Other  
A01-HS-23450-9001 \$1,400,000TOTAL: \$3,000,000Justification:

This adjustment is necessary to reallocate existing appropriation and the associated revenue from Public Health Services to the Capital Projects Budget in order to reconfigure space for the Bio-Terrorism Grant Unit on the 11th floor of the DHS Headquarters building located at 313 N. Figueroa Street. This renovation provides the level of security and confidentiality required for the Bio-Terrorism program. There is no impact on operating subsidy.

EM:fl  
08/03/04  
Efrain Munoz, Chief

DHS-Controller's Division

CHIEF ADMINISTRATIVE OFFICER'S REPORT

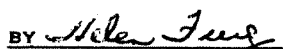
REFERRED TO THE CHIEF  
ADMINISTRATIVE OFFICER FOR

ACTION

RECOMMENDATION

AUDITOR-CONTROLLER

BY

  
AUG. 3 2004

No. 13

APPROVED AS REQUESTED

AS REVISED

Aug 4, 2004 19

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

19

BY

DEPUTY COUNTY CLERK